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LIBRARY SCHOOL NOTES

PUBLISHED BY THE
LIBRARY SCHOOL OF THE NEW YORK PUBLIC LIBRARY

VOLUME 7

NOVEMBER, 1919

NUMBER 1

REGISTRATION

The School year for 1919-20 opened on Monday, September 22nd, with an enrollment of twenty-seven students, as follows:

Atkinson, Lena Augusta, Des Moines, Iowa
Banks, Elizabeth Anna, Fairfield, Conn.
Bolander, Louis Harrison, Romulus, N. Y.
Brown, Laurence Lindsey, Fall River, Mass.
Collier, Amelia, La Grande, Ore.
*Doggett, Marguerite Verity, Brooklyn, N. Y.
*Edmonds, Jean Lowrie, New York City
Ford, Amy Marie, Brooklyn, N. Y.
George, Marilla Buckland, Hartford, Conn.
Glendening, Harriet Elizabeth, Indianapolis, Ind.
*Greene, Hope Margaret, New Bedford, Mass.
*Hagan, Florence May, Yonkers, N. Y.
Hardie, Grace Walton, Birmingham, Ala.
Klauder, Ann Helene, Carlsbad, N. M.
Loomis, Ernestine Dillaye, Syracuse, N. Y.
McGregor, Bessie Elaine, Ottawa, Canada
Nelson, Mrs. Kathryn Cornelia, Battle Creek, Mich.
Puddington, Dorothy Ketchum, Madison, N. J.
Schabacker, Ruth Katherine, Erie, Pa.
Southwick, Marion Edith, Detroit, Mich.
Spencer, Constance, Alden, Iowa
Terry, Marion Corwin, Riverhead, N. Y.
*Webb, K. Louise, Brooklyn, N. Y.
Welles, Mary Patton, Hartford, Conn.
*Wiggins, Theodore Du Bois, New York City
Winchell, Constance Mabel, Ann Arbor, Mich.
Witmer, Eleanor Montgomery, Lancaster, Pa.

* Part-time student.

It will be noted that the territory represented in the registration is large, although for the first time for a number of years there is no foreign student. Three members of the class hold master's degrees, seven have bachelor's degrees, and of the others eleven have had some formal study in addition to their high school work.

In view of the plan under which the advanced courses are to be given this year, the registration for these is not yet complete, and cannot be announced until later.

LECTURES

The School has been fortunate in hearing rather early in the year a number of unusually interesting outside lecturers. Dr. Hermann Escher, director of the central library at Zürich, who is touring the eastern United States with the purpose of inspecting libraries, told of library conditions in Switzerland; Miss Zulema Kostomlatsky, assistant librarian of the Library Association of Portland, Oregon, described briefly some of the means by which the library with which she is connected exerts its influence among the civic institutions of Multnomah County; Mr. Frederick W. Jenkins, librarian of the Russell Sage Foundation, gave a talk dealing with "The library as a civic factor." A visit has also been received from Mr. Luis Montilla, a graduate of the school for library training connected with the University of the Philippines, and now head of the cataloguing department of the Philippine Library and Museum at Manila.

ALUMNI COUNCIL

The first meeting of the Alumni Council was held October 15th in the Library of the American Social Hygiene Association. The Council is made up of the following representatives from the different classes: Janet F. Melvain, 1912; Mrs. Noel Leslie, 1913; Mary L. Osborn, 1914; Margaret Jackson, 1915; Mabel A. Howe, 1916; Ellen M. Brown, 1917; Mary J. Schieffelin, 1918, and Maud M. Coffey, 1919.

The general work of the Council was discussed, and plans were formed to develop, among the alumni, geographical groups,

which will help to stimulate interest in the school in each section of the country, and which will also gather such information and news as may be of interest and service to the graduates and students.

ADVANCED COURSES

Attention of former students is called to the fact that enrollment for the senior courses is still possible. Actual class work will begin after the Christmas recess, this being in pursuance of the plan whereby all the instruction is condensed into a three month period, during which time students will devote their entire time to study. Former students who may wish to be considered as candidates for the advanced work are asked to communicate with the School. The courses are open also to those who hold certificates from other approved library schools, and enquiries on the part of such persons will be welcomed.

OPEN COURSES

As has already been announced, a series of open courses is being arranged, beginning January 5, 1920, and continuing for twelve weeks. The idea is to plan such lectures as shall benefit library workers of experience who may wish to listen to discussions of important problems by experts, to gather for consultation with each other and to come into contact with New York's library activities. Circulars have been widely distributed, and are available for the use of alumni who may wish to put them into the hands of possible candidates. Enquiries have been coming in briskly, and a good attendance is looked for. It is felt that in no way can the Library School be more helpful to persons already in the service than by some such group of courses as is being planned for this year. The provisional schedule is as follows:

Mondays 9:30 - 10:30 A. M. — Vertical filing in its relation to library work
Mondays 11 A. M. - 12 M. — Special libraries
Tuesdays 9:30 - 10:30 A. M. — Reference work
Tuesdays 11 A. M. - 12 M. — Current events
Wednesdays 9:30 - 10:30 A. M. — Library and community
Wednesdays 11 A. M. - 12 M. — Art and the book

Thursdays 9:30 - 10:30 A. M. — Administration

Fridays 9:30 - 10:30 A. M. — Children's work and literature (Time subject to change)

Fridays 11 A. M. - 12 M. — School libraries (Time subject to change)

One lecture will be given in each course each week. Special visits and practice work will be arranged where possible by the Principal. The fees will be \$3.00 per course.

INSPECTION OF NEW BOOKS

As former students know, it has always been a problem with the School to secure for the classes and faculty members access to current books for examination and inspection. Through the courtesy of the R. R. Bowker Company and of Mr. F. G. Melcher, its vice-president, the facilities for this are this year very much increased. A member of the Faculty goes each week to the Publishers' Weekly office and selects from the shelves of new books twenty volumes. These are brought to the Library School room, where they are placed on a table and remain for examination by the School as time permits. This allows not only the actual handling of a considerable amount of new material, but such study as may be involved in connection with reports assigned. The arrangement is a most happy one, and puts the School much in the debt of those who have made it possible.

RECRUITING

Although the numbers in the entering class are larger than those of a year ago, they are still somewhat below normal, and there is of course a distinct shortage of trained library workers throughout the country. An increase of properly equipped persons is imperative if libraries generally are to maintain their present standards of service and usefulness. No one is in so good a position to reach prospective library workers and library school students as the alumni, who not only know the field and its needs, but are prepared to tell of the advantages and facilities of their own school to persons interested in training. The library profession is calling for effort on the part of all its members in searching

and finding recruits for the work at large. The Library School, prepared as it is to turn out thoroughly trained workers, needs all possible aid in enlisting suitable candidates. Alumni are asked to keep this in mind throughout the year. Some have in the past helped greatly, both by recommending the School and by submitting suggestions through which publicity measures might be put into effect. Effort of this kind, as opportunity comes, will be for the interest of everyone concerned. It goes without saying that there is advantage to every former student in having behind him an organization which increases in strength as the years go by, and if the best is to be realized at this point, all must do their utmost to maintain both the numbers and the calibre of the student body.

WEEKLY READINGS AND TEAS

A new feature of the school life this year is a series of gatherings, held at 4 o'clock on each Wednesday afternoon while the School is in session, the programme for which consists of readings from modern literature, followed by a social hour. At the meetings to date there have been given readings by Miss Sutliff and Mr. Pearson, and a recounting of her work in France by Miss Marian Greene. Invitations to attend these gatherings have been sent to alumni residing in New York and vicinity and to many workers on the staffs of The New York Public Library and of other local libraries. The hours have proved most interesting, and are taking their place as a helpful center for the interest of the students, faculty, and guests. Alumni who may be coming to New York from a distance, and others who, though living in the New York district, may have failed to receive a written invitation, are invited to keep in mind the Wednesday afternoon meetings, and attend them whenever possible.

READING LISTS

Those who took the senior courses at the Library School will remember that there are distributed from time to time in connection with these courses reading lists for permanent filing. It has

been suggested that some of the alumni might be glad to have such similar material as may be prepared in the current year. If any desire this and will indicate the topics in which they are interested, the School will be glad to furnish them with whatever may be available bearing upon those subjects.

SALARIES AND POSITIONS

The effects of the shortage of workers and library school students, which began to show themselves two years ago, have become more and more marked, until the libraries of the country today find themselves in a distressing situation as regards the supply of people to fill such vacancies as normally occur in their staffs. Calls for workers are coming to the School in much greater numbers than can be filled. A year ago there was a lack of persons for the lower positions. Today this condition has extended itself to the better paid places, so that many positions which carry good salaries are remaining open for lack of candidates. Our own graduates have been taking advantage of the situation in unusual numbers to better their positions, and a particularly gratifying number of good appointments have taken place within the last few months. All of this looks well for our own people and for the profession at large. The advances in salary which it betokens would seem to have exceeded the increase in the cost of living, and the whole movement indicates a new recognition of the worth of libraries, not only by communities and educational institutions, but on the part of business houses, manufacturing plants, and the thousand and one miscellaneous agencies which now find it necessary to maintain libraries of their own.

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VOLUME 6

OCTOBER, 1918

NUMBER 1

ANNOUNCEMENTS

The school year of 1918-19 opened formally on Monday, September 23, the students who lacked library experience having been on the ground for the period of preliminary instruction and practical work for two weeks previous to that date. The advanced class assembled on Tuesday, October 1. Both groups of students are small this year, this being of course due to war conditions. The same influences which have drawn many workers from the library ranks of the nation have operated to reduce the number of those who plan to pursue library training.

The only faculty changes are the appointment of Edith W. Tiemann and Alice M. Dunlap as registrar and reviser, respectively, in place of Juliet A. Handerson and Ruth E. Warrick, resigned. The movements of former students to new positions have been very numerous. No attempt to list these will be made in this issue of *Library School Notes*, since the *Annual Report*, which is now in the printer's hands, is to contain a complete directory of former students, together with a special list of those who are or have been engaged in war service. This will be distributed to all who have been in attendance at the School.

The monthly "Twelfth-Night" gatherings will be continued for the coming year, the October and May meetings being scheduled to be held at Miss Sutliff's rooms, and all others at the School unless otherwise announced. Alumni who are located in and near New York are urged to be present at these occasions when possible.

The School will appreciate it if former students will take pains to report to it all happenings of general interest relating to themselves. Information as to marriages and changes of position is particularly desired for entrance in the records.

REGISTRATION

REGULAR STUDENTS

- Bemis, Alice Roseline, Charlemont, Mass.
 *Brooker, Rosalie Alice, Cleveland, Ohio.
 *Brown, Mary Kathrine, Tracy, Minn.
 Coffey, Maude Mara, New York City.
 *Doggett, Marguerite Verity, Brooklyn, N. Y.
 Feuille, Kate, Ancon, Canal Zone.
 *Hagan, Florence May, Yonkers, N. Y.
 Johnston, Delia Bryan Page, Atlanta, Ga.
 Kenney, Josephine Elizabeth, Dorchester, Mass.
 Kuczynski, Mrs. Gertrude Anna, New York City.
 McCloy, Elizabeth Johnstone, Oberlin, Ohio.
 Michaelson, Giorgia Rose, New Rochelle, N. Y.
 Murlin, Mrs. Josephine Seaman, Hastings-on-Hudson, N. Y.
 Peers, Esther, Topeka, Kansas.
 *Rackstraw, Elsie, Bay City, Mich.
 Root, Marion Metcalf, Oberlin, Ohio.
 Sayers, Alfred H. P., St. Louis, Mo.
 Sedgwick, Marion Katharine, Hartsdale, N. Y.
 Thomson, Jeannie Grierson, Titusville, Pa.
 Tichenor, Barcus, Indianapolis, Ind.
 Trolinger, Charlotte, Pulaski, Va.
 Turk, Esther Cornwall, Geneva, N. Y.
 *Webb, K. Louise, Brooklyn, N. Y.
 *Wiggins, Theodore Du Bois, Searington, N. Y.

ADVANCED STUDENTS

- Dunlap, Alice Mae, South Covington, Ky.
 Greenebaum, Bertha, New York City.
 Hu, Thomas Ching-Sen, Wuchang, China.
 James, Margaret Brock, Doylestown, Pa.
 McMillan, Dorothy Margaret, Dover, N. J.
 Pratt, Adelene Jessup, Asbury Park, N. J.
 Rhodes, Gertrude, Hempstead, N. Y.
 Snyder, Mabel Floy, West Monterey, Pa.
 Turner, Elizabeth Thornton, Versailles, Ky.
 Walbridge, Earle Francis, North Sheldon, Vt.
 Wing, Jessie Elizabeth, Troy, N. Y.

* Part-time student

ADVANCED COURSES

Below is given an approximately complete program of the work scheduled for the advanced students for the first semester of 1918-19. Registration is still possible for certificate-holders who can arrange to take the courses. Diploma-holders in or near New York who may wish to review or supplement their former study will be welcomed at such individual lectures as they may find it possible to attend.

Advanced Administration

TUESDAYS AT 9 A. M., IN ROOM 68

- Oct. 1. Vertical filing. Miss M. L. Sutliff.
- Oct. 8. Administering a small library. Miss Jessie Brainerd, Librarian, Hackensack (N. J.) High School.
- Oct. 15. Emergencies in a library. Miss M. V. Leavitt, Assistant, Order Division, The New York Public Library.
- Oct. 22. Accounts and book-keeping. Miss Elizabeth Haseltine, Librarian, New York School of Commerce.
- Oct. 29. Early printing. Prof. A. S. Root, Librarian, Oberlin College.
- Nov. 5, 12, 19. Accounts and book-keeping. Miss Haseltine.
- Nov. 26. Staff meetings and associations.
- Dec. 3. Graphic presentation of statistics. Mr. A. R. Burnet, Statistician, with W. C. Brinton, Engineer.
- Dec. 10, 17. Library publications. Mr. C. F. McCombs, First assistant, Readers' Division, The New York Public Library.
- Jan. 7, 14, 21, 28. Administration. Mr. F. F. Hopper, Chief of Order Division, The New York Public Library.

Advanced Reference

TUESDAYS AT 10 A. M., IN ROOM 118

- Oct. 1, 8, 15, 22, 29; Nov. 5, 12, 19, 26; Dec. 3, 10, 17. Advanced reference and bibliography. Miss I. G. Mudge, Reference librarian, Columbia University.
- Jan. 7, 14, 21, 28. To be arranged.

Advanced Book Selection

THURSDAYS AT 9 A. M., IN ROOM 118

- Oct. 3. New books of fiction. I. Miss Gabriella Ackley, Librarian, Yorkville Branch, The New York Public Library.
- Oct. 10. Recent books of poetry. Miss Sutliff.
- Oct. 17. Best books in the 300's. Miss Corinne Bacon, Editor of Standard Catalogue Series, H. W. Wilson Co.
- Oct. 24. Best sellers. Miss Elizabeth Prall, Manager, Lord & Taylor Bookshop.

- Oct. 31. New books of fiction. II. Miss Ackley.
- Nov. 14. An art history teacher and the library. Miss Helen Jackson, Instructor in art history, Philadelphia.
- Nov. 21. Recent books in the 300's. Miss Bacon.
- Dec. 5. Recent books on the drama. Miss Ackley.
- Dec. 12. Books on the world war. Miss Bacon.
- Jan. 2. Literature of the U. S. Food Administration.
- Jan. 9. Recent essays. Miss Ackley.
- Jan. 16. Leading features of current periodicals. Miss A. C. Tompkins, Acting Chief, Periodicals Division, The New York Public Library.
- Jan. 23. Recent books on foreign relations and modern history. Miss Bacon.

Advanced Children's Work and Literature

THURSDAYS AT 10 A. M., IN ROOM 118

- Oct. 10. The administration of a children's room. Miss Annie Carroll Moore, Supervisor of work with children, The New York Public Library.
- Oct. 17. Boys' and Girls' Clubs. Miss Anna C. Tyler, In charge of Story-telling Department, The New York Public Library.
- Oct. 24. Reference books for children. Miss Leonore Power, In charge of Central Children's Room, The New York Public Library.
- Oct. 31. Historical fiction for children. Miss Harriot E. Hassler, Chief of Children's Department, Queensborough Public Library.
- Nov. 7. Books of travel for children. Miss Hassler.
- Nov. 14. The child's own library. Miss Clara W. Hunt, Superintendent of Children's Department, Brooklyn Public Library.
- Nov. 21. Literary classics for children. I. Miss Hunt.
- Dec. 5. Literary classics for children. II. Miss Hunt.
- Dec. 12. Books about the world war for children. Miss Moore.
- Dec. 19. Children's illustrated books. Miss Moore.
- Jan. 2. Teachers' Institutes. Miss Marie Newberry, Instructor, Library School of The New York Public Library.
- Jan. 9. The library and the school. Miss Mabel Williams, Assistant Supervisor of Children's Work, In Charge of Work with Schools, The New York Public Library.
- Jan. 16.
- Jan. 23, 30. The high school library. Miss Mary E. Hall, Librarian, Girls' High School, Brooklyn.

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